

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #32: Quality Management and Security Officer

NUMBER OF VACANCIES: 1

DEPARTMENT: Electric Utility - Administration

WORK LOCATION: MOC - EE

HIRING RANGE: \$5,473.72 - \$6,486.01 per month

PAY CLASS: EPAT -1, Exempt

DAYS WORKED: Monday - Friday

HOURS WORKED: 8:00 a.m. – 5:00 p.m.

TYPE OF POSITION: Regular, Full-Time

APPLICATIONS WILL BE RECEIVED UNTIL:

Closing Extended: Wednesday, April 14, 2010

JOB DUTIES

Resumes submitted without a City of Farmington Application will not be considered in our job selection process.

The position reports to the Electric Utility Director.

The position is responsible for design and construction work quality, electric utility safety enforcement and risk management and supporting security and training aspects of NERC and WECC mandatory security standards to include the critical infrastructure protection. Success will be measured through meeting NERC and WECC standards, through customer satisfaction questionnaires and through increased safety awareness and decreased accidents and near misses.

ESSENTIAL DUTIES:

- Reviews distribution construction plans to ensure maximum use of electric utility assets prior to commencement of construction;
- Inspects construction work sites to ensure construction is completed in accordance with the design and to the customer's satisfaction;
- Investigates customer complaints for poor work, damages to property or safety violations occurring during construction;
- Surveys customers on completed project to determine their level of satisfaction with the electric utility's work;
- Work with the City Safety Officer to ensure safety programs are administered to Electric Utility employees;
- Visits work sites regularly to ensure all safety precautions are met in accordance to OSHA, City Safety Rules and Regulations and Electric Safety standards;
- Investigate all minor accidents to track root causes and identify trend;
- Develops, creates and / or modifies safety regulations and / or processes used in the electric utility to increase safety awareness and decrease safety incidents;
- Assist City Safety Officer in the investigation of major accidents and injuries.
- Review all accident reports for completeness and accuracy before forwarding to the Safety office.
- Review damage claims received from Risk Management and make recommendations to Department Head and System Operations Manager as to whether the claim is a valid claim and should be considered for payment;
- Provide instruction for safety training to all work groups in the Electric Department. If lacking the qualifications to instruct certain topics, responsible for obtaining qualified instructors and classes;
- Maintain safety records for the Electric Department and ensure the City Safety officer is supplied with the same

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records;

- Reviews and reports to the Director on Safety Committee recommendations related to disciplinary action;
- Enforce safe work practice at major incident scenes to ensure public and employee safety;
- Develops training and posters to be used in WECC / NERC mandatory training standards in coordination with the Compliance Officer;
- Provides training and disseminates information related to WECC / NERC mandatory standards in coordination with the Compliance Officer;
- Is an Administrator for the CDMS and the surveillance equipment;
- Actively participates in the Compliance Committee;
- Supports and assists the Compliance Officer with internal audits;
- Develops the specifications for equipment and vehicle purchases and coordinates the purchase of such with vehicle maintenance for the electric department;
- Contributes to the preparation of the department's budget, recommends budget items for safety and security programs to ensure compliance with CIP and other City and Utility rules and regulations;
- Sits on and participates in internal and external committees and boards to ensure the Utilities interests are met.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Testing Policy which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

- **Extensive background checks required;**
- High school diploma;
- Fifteen years of experience in the electric utility environment;
- Ten years of utility construction experience with thorough knowledge in the construction and maintenance of substations, distribution and transmission systems, overhead and underground;
- Possess and maintain Journeyman Lineman certification in order to perform emergency switching to protect life and property;
- Ten years of electric utility safety experience;
- Must have a working knowledge of CIP standards and requirements;
- Must have experience in teaching safety classes and other instruction to large groups;
- Must be familiar with OSHA rules for the Electric Utility (1910.269);
- Experience in accident investigation and report writing;
- Understand and possess the ability to use computer based word processing and spreadsheet software;
- Must be knowledgeable in the law and rules of the New Mexico One Call System (NMOC);
- Thorough knowledge of transmission and distribution system above ground and underground construction standards;
- Working knowledge of substations and switching stations;
- Ability to establish and maintain effective work relationships with co-workers, supervisors, other City personnel and the public;
- Interact and communicate effectively with internal and external customers of the Farmington Electric Utility;
- Must have excellent communications skills verbal and written;

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- Must be willing and able to attend out of town training and meetings in order to stay updated with safety, electric standards and other related rules, laws and requirements in order to ensure compliance and protect the utility's safety and security interests and its assets;
- Possess a valid New Mexico driver's license;
- Obtain a US passport for travel if required by federal or state policy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

May encounter stressful conditions during accident investigations or contact with angry customers or personnel.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in outside weather conditions approximately fifty percent of the time and in the office the remainder of the time. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.